

HUMAN SERVICES PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Human Services Planner focuses on division wide planning, budgeting and brokerage license management in the Human Services division of the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Human Services Director.

ESSENTIAL FUNCTIONS

Manages the budget development process for the Human Services Division and advises the Director and center managers on matters related to fiscally responsible implementation of the adopted budget.

Works with Human Services staff and the Human Services Commission to develop and update the City's Human Services goals and objectives for appropriate and necessary services to special populations in Scottsdale. Prepares and distributes report highlighting services, statistics, agencies and issues.

Manages database for human services trends.

Works with approximately 60 agencies that apply for City funding to make services available in Scottsdale. Coordinates regular meetings with agencies serving Scottsdale citizens to share information, discuss trends, and identify solutions to human services issues.

Assists Human Services Director in long range planning, Human Service Commission education and information needs and studies.

Assures that there is consistency in the execution and management of brokerage agreements for space in City buildings in exchange for pre-agreed services. Periodically reviews agreements with City Attorney and risk management to insure that City interests are protected.

Makes presentations to City Council and City Commissions as needed.

Tracks legislative issues related to Human Services.

Assists with RFP and contract process for allocation of funds to Human Services agencies. Assists departmental staff with research, management and service delivery issues.

Researches and develops department specific training opportunities for Community Services employees, as needed.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Human Services issues and practices
Service contract implementation and monitoring
Statistical database management
Public administration practices and negotiation skills
Computerized financial and information systems

Ability to:

Prepare, justify, and administer divisional budget; determine and implement long-range objectives.
Be proficient in software applications such as Word, Excel, Access, and PowerPoint.
Effectively communicate with all levels of City staff, and the general public.
Make public presentations to City boards and commissions
Prepare quality reports for management, boards, and commissions
Develop effective partnerships with community groups.
Work well with employees at various levels in the organization, business representatives, citizen volunteers and the general public.
Collect and analyze data and make recommendations.
Prepare and analyze a variety of detailed administrative and financial reports, charts, graphs and studies.
Monitor brokerage agreements.
Personify leadership
Promote shared responsibility and teamwork; and have a shared commitment to quality.

Education & Experience

A Bachelors Degree in Business or Public Administration, Social or Human Services or a related field and several years experience in developing and managing human service planning, statistical database management, contract administration or related areas.

FLSA Status: Exempt

HR Ordinance Status: Unclassified